



Department of Public Works | 860.584.6125

Board of Public Works
Public Works Department Activity Report: Administration – March 2022

Public Works Monthly Metrics:

Number of Residential Transfer Station Visitors	3187
Number of Bulk Collections	220

Current month activities:

- PAYT reporting and debt collection continues.
- Communications, press releases, social media, website maintenance and enhancements are ongoing.
- Management of Street Light repair requests and Shopping Cart ordinance compliance.
- Educational outreach for Reduce & Reuse and training for the Recycle Coach application, which currently has 5,234 users.
- Pursued 48 abandoned shopping carts, resulted in \$0.00 in fines.
- Welcome packets to new residents, which included recycling magnets and events we have scheduled, have been going out Monthly.
- Assisting Solid Waste with Illegal Bulk letters and fines. 26 complaints were received in February, resulting 8 fines.
- Three barrels were retrieved from non-renewing residents this month. We have renewed 3406 residents for the 2022 season.
- Preparing for move to the Courthouse.

Next month activities:

- Enforcement of Illegal Bulk, Street light repair requests, welcome letters with new materials, PAYT debt collections, and monitor illegal dumping areas.
- Continue outreach to increase awareness of the Reduce & Reuse program and the Recycle Coach app., due to being closed to the public.
- Continue work on the Department's webpage, Facebook, Instagram and Twitter accounts to enhance media presence. Everything is on our website and social media for residents to fill out or have their questions answered.
- Working with the schools for Reduce Reuse Recycle campaign.

- Working with the STEM after school program with the schools on Recycling composting and gardening.
- Working with the high school with their Earth day campaign.

Administration staff or concerns:

Administration Monthly OT Costs: \$245.79

Facilities – March 2022

Building Maintenance current month (March 2022) activities:

- Staff continued to provide ongoing support to Van Zelm, Downes/D'Amato and others for site access, building systems review and other tasks associated with the repurposing of the former Court House space for the future renovation of City Hall
- Staff coordinated with City Hall Departments moving to the former Webster Bank building at 150 Main Street, move dates of 3/1, 3/3 and 3/11 (Mayor's Office, Registrar, Corporation Counsel, Tax Assessor, Tax Collector, City Clerk, Human Resources & ECD) and also installed ancillary equipment associated with restrooms, keys for building and personal office access, fire panel activation with D'Amato staff
- Finalized the Park & Recreation Department task list of items for adjustment of office spaces at 51 High Street (monitor installations, hanging photos/plaques, shelving installations, sheetrock repairs, parking space numbering, etc...)
- Manager Oakes working with Grants Administrator Dawn Leger on securing a State Historic Preservation Office 50/50 grant of \$75,000 for the exterior woodwork repairs and painting of 51 High Street (incorporates lead-based paint EPA protocols and other SHPO bidding requirements)
- Manager Oakes provided final design document review and comment to Van Zelm staff with with respect to mechanical upgrades at Fire House #2, Fire House #5 and the Animal Control Facility
- Purchase order in the sum of \$10,686.30 issued to Dalene Flooring (of Southington) for the replacement of select areas of the basement carpet at the Main Library (via State Bid contract)
- Staff completed numerous tasks associated with fit out of 150 Main Street City Hall East office spaces per Department Head instruction
- Staff attending equipment training with Downes/D'Amato staff for electrical, plumbing, mechanical, fire safety equipment for new systems installed at City Hall West complex at 131 North Main Street
- Facilities Manager completed annual review of existing Lockout-Tag Out procedures with Senior Maintenance Technician and make changes as necessary. Blood Borne Pathogen policies will also reviewed/updated and staff training to be completed, fulfilling OSHA required guidelines
- Oakland LLC completed plumbing modifications to support the move of an ice machine into the boiler room to better aid Fire Department staff at Fire House #4 for emergency response events and decontamination processes
- Synergy Fire conducted fire system inspections at City Buildings including Parks & Recreation facilities
- Snow operations responses on 3/9, 3/10 & 3/12
- Begin the transition to Spring landscaping operations and preventative maintenance and storage of snow removal equipment
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Building Maintenance next month (April 2022) activities:

- Continue to assist and coordinate with City Hall Departments and Bristol Police in preparation for transition to former Court House swing space related to City Hall renovation activities and provide access/assistance to Downes/D'Amato staff for build-out of new office spaces
- Staff to install numerous TV/monitors in conference rooms/offices, set up public meeting rooms, install restroom dispensers/fixtures at City Hall West complex, including the construction of (6) metal sheds on the 3rd level parking area for storage of equipment belonging to ECD Farmers Market, Emergency Management supplies and Building Maintenance equipment/supplies
- Complete final clean-out of City Hall offices, mechanical and electrical rooms and meeting rooms in advance of Downes/D'Amato renovations beginning in May 2022 (removal and relocation of UST monitoring system, camera systems, AED device, lock/lever hardware, AV systems and other equipment that can be repurposed to save costs)
- Replacement of cracked boiler section at Main Library
- Conversion of Fire House #4 Building Management System to the City Building standard of Schneider Structure, by SNE Building Systems
- AirTemp Mechanical to replace eroded section of paneling on Main Library chiller condensate tank in advance of the cooling season
- JCI to conduct regular maintenance and annual start-up of Police Complex chiller unit to maintain equipment warranty
- Spring landscaping clean-up activities at City facilities including parking lot curb damage repairs

Building Maintenance Staff or concerns:

- Anticipate low to moderate levels of Vacation/Miscellaneous time off during April
- Long term loss of Groundskeeper/Building Technician due to worker's comp injury sustained on 1/11/21 (temporary Custodian Giovanni Antonio taking on the landscaping during this absence)
- Vacancy of 2nd Shift Building Maintenance Technician position, temporary Custodial position posted on City Job Openings to help alleviate work order backlog and existing staff upgraded temporarily to fill during transition

Building Maintenance OT Costs:

\$11,508.05: Staffing coverage for after-hour maintenance issues, coverage for shift vacancies due to vacations/earned time off/observed holidays, snow removal operations, numerous tasks relating to the preparation of office spaces at 150 Main Street and 131 North Main Street for early March and early April move-ins, respectively

Land Use activities for March 2022:

Zoning Commission

Special Permit and Site Plan for fast food restaurants with drive-up facilities at 1444 Farmington Avenue; Assessor's Map 46, Lot 75A; BG (General Business) zone – APPROVED.

Alternative Signage Program – Pursuant to Section VIII.A.8. of the Zoning Regulations: Request for review/approval for: the Bristol Event Center; 42 Century Drive; Assessor's Map 4, Lot 1; IP-1 (Industrial Park) zone – APPROVED.

Public Act 21-29 Section 6 – Review and Discussion of the Opt-Out provisions for Accessory Dwelling Units (ADU's) pursuant to Public Act 21-29 – APPROVED OPT OUT.

Public Act 21-29 Section 4 – Review and Discussion of the Opt-Out provisions for Parking Space Requirements pursuant to Public Act 21-29 – APPROVED OPT OUT.

Inland Wetlands & Watercourses Commission

Wetlands boundary change application for the revision of the wetlands boundary based upon soil scientist survey at 16 Andrews Street; Assessor's Map 38, Lots 62-4, 62-4A, & 61-5; 16 Andrews Street LLC, applicant. – APPROVED.

Zoning Board of Appeals

Variance of minimum front yard to allow for the construction of a single-family home at 115 South Street Extension; Map 16, Lot 91/33; R-15 (Single-Family Residential) zone – APPROVED.

Variance of the build-to-line to allow for the construction of a 46,600 sq. ft. medical office building at east of North Main Street and south and west of Hope Street; Map 30, Lot 3 & 4; BD-1 (Downtown Business) zone – APPROVED WITH STIPULATIONS.

Certificate of Approval for general repairer at 292 Riverside Avenue; Assessor's Map 30A, Lot 12; BHC (Route 72 Corridor Business) zone – APPROVED.

Historic District Commission

The Commission did not meet in March.

Planning Commission

Proposed amendments to the Zoning Regulations: 1) to modify the off-street parking requirements for multi-family dwellings in Section VIII B.2.b.(2); 2) to remove subsections V.D.7.d. & V.D.7.e. from the general requirements of the A-Multi-Family Residential zone – POSITIVE REFERRAL.

1. C.G.S 8-24 Reviews:

a. Sale of municipal property:

- i. Map 30 Lot 4 – North Main Street – POSITIVE REFERRAL
- ii. Map 30 Lot 5 – North Main Street – POSITIVE REFERRAL
- iii. Map 26 Lot 6 – North Main Street – POSITIVE REFERRAL
- iv. Map 26 Lot 7 – North Main Street – POSITIVE REFERRAL
- v. Map 26 Lot 8 – North Main Street – POSITIVE REFERRAL

b. Substantial improvement of municipal property:

Map 26 Lot A-1 – 111 North Main Street

- i. City Hall Renovations – POSITIVE REFERRAL.
- ii. Revised Right of Way – POSITIVE REFERRAL.
- iii. Parking Garage – (Corner of Meadow Street and Kelley Street) – POSITIVE REFERRAL.

Land Use staff or concerns:

- o Monthly overtime costs (Board/Commission Secretaries at meeting; Assistant City Planner at meetings):
\$223.47

Solid Waste March 2022 Report

Solid Waste current month activities:

- Continued illegal bulk inspection and enforcement activities. We sent out 49 letters and picked up 6 illegal bulk stops.
- The bulk crew picked up 220 scheduled bulk stops.
- Continued the on-site management of barrels at the Transfer Station, disassembling, cleaning and reusing barrels.
- We currently have 1448 active yard waste residents.

- Continued auditing curbside recycling barrels with the intent to continue educating the residents on the do's and don'ts of recycling.
- Received order of new lids and wheels from Cascade Cart Solutions.
- Used vactor to clean out built up debris from under the Transfer Station scales.

Solid Waste next month activities

- Continue illegal bulk inspection and enforcement activities.
- Monitor manufacture and transportation process for additional rubbish, recycling and yard waste containers.
- Continue on-site yard waste management activities at Transfer Station and delivery of yard waste barrels to new customers.
- Continue auditing curbside recycling barrels.
- Receive shipment of new rubbish, recycling and yard waste barrels.
- Deliver event barrels for car show on Hope St.
- Start spring leaf and yard waste collection.
- Sending R-6, R-10 and R-15 to Sanitary Equipment to install new camera system.

Solid Waste staff or concerns:

- Manage Solid Waste Division staffing levels.
- Manage Division vehicle equipment needs.
- Continue to cross train Division employees.

<u>OT Costs/Revenue Generated:</u>	
Solid Waste OT =	\$4,294.27
Transfer Station OT =	\$4,129.29
TS Revenue (PAYT) =	\$23,223.20
Residential Permits =	\$6,060.00
Commercial Permits =	\$200.00
Yard Waste Revenue =	\$0.00
Murphy Road Rebate =	\$0.00
Iron Liberty Recycling =	\$3,815.00
Aluminum Liberty Rec =	\$0.00
Batteries Liberty Rec =	\$0.00
Electronics Take Two =	\$0.00
Compost Sale =	\$0.00
Bulk Pick-Up Revenue =	\$0.00
Book Box =	\$0.00
Misc. Revenue =	\$0.00
Border Street =	\$0.00
Illegal Bulk Fines =	\$122.80
Simple Recycling =	\$0.00
Barrel Sale =	\$2,635.00
Special Pick up – 2 nd	\$800.00

Streets March 2022 Report

Streets current month activities:

- Continued to provide all employees with cleaning supplies as well as masks due to COVID-19
- Finished making signs for City Hall West and East
- Continued with roadside maintenance of City properties, including litter and yard sign removal. This work will be on going throughout the seasons
- Preparing for winter with salt deliveries as well as liquid mag
- Started Installing concrete curb at the transfer station
- Serviced trees, including pruning, removals, and testing
 - Take downs (Birge Road-2, Putnam Street-2, Sherman Street, West Bristol School-6)
- Started installing mailboxes that were with in specs due to plow damage
- Pine Lake Parking Lot- (Waiting on sewer lateral to top coat)
- Milling and Paving- OFF SEASON
- Addressing Street Signs
- Stump Removals/ Loam
- Continuing small road repair
- Curb repair
- Vactor Work
- Cleaned out culverts throughout the city
- Milling and Paving
- Driveway Aprons
- Loam
- Patched Potholes
- Street Sweeping
- Storm Drainage
 - Completed Basin Repairs (Berkshire Drive-2, Sinkhole Fire House North Main, Sinkhole Bristol Easter HS)
 - Installing new poles and signage
- Winter Operations-
 - Had several storms throughout the month which resulted in snow removal (Intersections, downtown, dead ends, sight line issues)
 - Mailbox Repairs

Streets next month activities:

- Continue with roadside maintenance
 - Street Sweeping
 - Potholes
 - Curb repair
 - Loam
 - Driveway aprons
 - Catch basin repair
- Pine Lake Parking Lot
- Winter Operations
 - Plowed and treated roads
 - Service Requests
 - Curbing
 - Mailboxes
- Continue addressing street road name signage replacement
 - Installing new poles and or signage
 - Look into printing other road signage of other Departments
 - Fixing and installing signs for Police Department
- Maintenance of city properties
 - Litter clean up
 - Lawn Maintenance

- Bridge clean ups
- Continue tree take downs, trimming and stump grinding
- Continue to address seasonal maintenance activities, including preparation of seasonal operation equipment
- Assist other public work programs and departments as required

Streets staff or concerns:

Street Division is currently addressing service requests from the general public with our maintenance programs. We have been managing these requests throughout designated areas.

February OT Totals:	\$ 1,720.59	Streets
	\$47,381.45	Snow

Fleet Maintenance Current Activities:

- Library Truck (L1) was diagnosed with a bad alternator. Truck was outfitted with a new one and is back in service. Truck also has a transmission leak. Was told vehicle is to be traded in this budget for a new one.
- Streets Div. (S24) Bucket truck is down due to engine failure as well as replacing the Hybrid transmission system. Truck will be shipped out to dealer for the extensive repair work.
- Streets Div. (S21) 2005 10 wheeled dump truck was brought in for a new muffler system. Truck also needed a new air compressor and dryer after diagnosing a faulty system. Truck is back in service.
- Streets Div. (S22) 2007 10 wheeled dump truck was sent to the Mack dealer for a hard steering issue. Awaiting results.
- Streets Div. (GC2) 2000 L90 front end loader was brought in for a new condenser, all engine belts and a new fuel pump system.
- Streets Div. (C7) 2006 Elgin street sweeper had the whole elevator rebuilt. New chains, flights and a whole new floor fabricated in. Machine also had the air dryer and compressor replaced as well as a fresh service. Machine is currently back in service.
- Fleet went through all rear loaders for upcoming leaf and yard waste collection.
- Fleet went through all street sweepers for upcoming season as well.
- Streets Div. received new 22' tilt deck trailer (C11) for operations. Trailer is much safer, stronger and more user friendly.
- Solid Waste Div. (R14) 2019 Automated rubbish truck was brought in for new lift arm chains and new rear tires.
- Solid Waste Div. (R27) 2014 Automated rubbish truck was brought in for new packer rollers, hydro leak and a rear door hydraulic transfer box. Truck also needed new lift arm chains upon inspection. Truck is back in service. Awaiting radiator replacement.
- Solid Waste Div. (R11) 2017 Automated rubbish truck was brought in for a failed lift cylinder for the arm. Truck also needed a new control panel to operate the body system. Repairs were made and vehicle is back in service.

- PW received their 1st out of 4 state vehicles. Great program and I expect this system to work out very well for the city. This saves the city around \$40,000 per vehicle purchased!

Fleet Maintenance Next Months Activities:

- Continue scheduled service to our Fleet vehicles.
- Continue scheduled services to our other divisions as well as our P.D.
- Continue to keep Streets Ops. Running strong.
- Continue to keep our Solid Waste running strong.
- Service and store winter equipment.

Fleet Maintenance Staff or Concerns:

- I still would like to put together a procedure to buy used equipment. (We currently have funds set aside for the purchase of 4 used vehicles at state cost)
- Concerns about vehicle availability for 2022-23 capital budget due to Covid related non production issues.
- Concerns about the inflation, availability and surplus costs on equipment, parts and materials.
- David Porter retired.
- Kenneth Guertin Quit.
- 2 Mechanics positions open.
- Overtime expenditures and totals \$4,294.72 (Holiday, Dispatch and Mechanic).